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MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

REFERENCE: Multiple Addressee Memo from EXDIR, dtd 12 Nov 82,
re same Subject

Forwarded herewith, in response to reference, is our contribution for the 1982 DCI's Annual Report to Congress. As you will note, we have used this vehicle to provide Agency management with our perceptions of our performance during the year as well as a brief discussion of our major problems and resource needs.

Harry E. Fitzwater

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Directorate of Administration
Annual Report to Congress Submission

DDA 1982 Overview

Although 1982 was a very austere year in terms of resources, by postponing some initiatives, self-imposed restraint in expenditure rates, and extensive reprogramming, the Directorate nevertheless provided timely and effective support to Agency components.

Extensive preliminary actions were completed regarding the construction of a new building on the Headquarters compound which will ultimately lead to the consolidation of many of the Agency personnel currently dispersed in some 30 locations in the metropolitan area. Studies justifying this new construction were submitted to the Office of Management and Budget, and approvals have been obtained from the National Capital Planning Commission, Fairfax County officials, and local interest groups.*

During 1982 we began the long needed recapitalization program which will upgrade the Agency's communications capabilities. However, recapitalization and upgrading of other Agency facilities and equipment had to be deferred in many instances due to the lack of adequate resources.

Heavy demands continued to be placed on Directorate services, particularly in the areas of security, logistics, training, and data processing. Shifting emphasis on expeditious applicant processing, the reinvestigation program, and industrial security strained security resources. The Career Trainee Program, enhanced analytical training, language training, and paramilitary training extended our training capability. Critical space requirements continued to plague our efforts to accommodate the expanding Agency population. Demands for data processing support increased substantially in all areas of the Agency's business. Logistics support in the paramilitary area also intensified.

I. PERFORMANCE HIGHLIGHTS IN 1982

General

After an intense, thorough review of the SAFE Project, the program underwent a dramatic redirection with the result that an early capability will be available to some CIA analysts in March 1983. During the past year, the Office of the

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*Since our program regarding the new building has not been formally discussed with our Congressional committees, we recommend that this paragraph be omitted from the DCI's Annual Report to Congress.

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Information Handling Systems Architect successfully completed its work in producing a strategic plan for the Agency's information handling systems; the thrust of this plan has been approved by the Executive Committee.

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In addition, we have implemented a number of benefits, authorized by the General Services Administration, for Agency employees including increases in the miscellaneous expense allowance, increases in temporary quarters subsistence, and authorization of separate house hunting trips for both the employee and spouse.

During the past year, the Safety Staff was placed within the Office of the DDA. Continued emphasis was given to the Agency's Occupational Safety and Health Program to bring it into compliance with Federal statutes. Training was provided to Agency employees in the safety and health areas, and over 80 comprehensive safety and health surveys were conducted in addition to 90 inspections.

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Data Processing

The key accomplishment of the Office of Data Processing in 1982 was the redirection of the SAFE Project. Significant progress was also made in satisfying ADP requirements of the Agency and the Intelligence Community.

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Major milestones were achieved in the Automated Document Storage and Retrieval (ADSTAR) Project--a computer-assisted microfilm retrieval system. Work continued on the current COMIREX Automated Management System (CAMS I) and the development of its enhanced version, CAMS II. In addition, work continued on other major projects such as the Community-wide Computer-assisted Compartmentation Control System (4C), the Community's special clearance data base; the Decision Support and Information System for Terrorism (DESIST); the Logistics Integrated Management System (LIMS); and the Automated Compensation and Information System (ACIS). During 1982 the WANG word processor was selected as the Agency's standard, and progress was made in our office automation program. Our computer centers were upgraded to provide improved, more reliable services to customers. Our persistent challenge during the past year and into the future will be to re-cruit, train, and retain a highly skilled and motivated complement of ADP professionals.

Logistics

During 1982 the Office of Logistics continued to provide a vast array of services in support of the Agency's mission. Such services included printing and photography support, centralized procurement activities, transportation, mail/courier, and general housekeeping support. ⎡   ⎤ 25X1

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The most critical resource   25X1
needs continue to be a shortage of logistics personnel and sufficient funds to embark on long needed capital improvements for Agency facilities.

Security

During the past year, the Office of Security continued to provide comprehensive, timely security support on a worldwide basis. Particular emphasis was placed on meeting increased investigative and polygraph requirements--
over ⎡   ⎤ background investigations and ⎡   ⎤ polygraph examinations were   25X1
completed. Security audits were conducted at ⎡ ⎤ industrial contractor and   25X1
government sites. ⎡   ⎤ inspections were   25X1
conducted at installations around the world. ⎡   ⎤   25X1
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⎡   ⎤ In 1982 the Office established its own poly-   25X1
graph training school in an effort to obtain more operators who will be uniquely trained to support Agency activities. We are also embarking on a program to place more security officers overseas so that they will be in a better position to provide immediate assistance during crisis situations. The Office, with

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resources contained in its FY 1983 program, has initiated an extensive effort to enhance the security protection of our personnel and facilities abroad. Since many of the NFIB agencies all face a number of common concerns in the areas of personnel security, computer security, and physical security challenges, the Office of Security is involved in a number of Community-wide efforts to meet these challenges.

Training and Education

During 1982 the demand for and participation in training programs continued at a high peak. An increase of some 50 language students brought our enrollment to a total of ____ (language training enrollments have increased by over ____ in the past four years). In addition, expanded Career Trainee courses, more training of analysts, data processing instruction, and the institutionalization of a senior officer development program have all heavily impacted on the Agency's training posture. These courses represented an increase of ____ course enrollments in training _____ _____ enrollments in courses conducted at Headquarters. The Office of Training and Education (OTE) offered a total of 27 new courses during the past year. Various training courses for analysts, SAFE, CAMS II, paramilitary training, and other programs were initiated. Beyond these activities, OTE accommodated a significant number of conferences ____ and it orchestrated the Agency's external training program. Special tutorial tradecraft instruction was provided to an increasing number _____ _____ Under these circumstances, the Agency training facilities and its aircraft are operating at capacity; in order to keep pace with this increase in requirements, we must provide for an increase in classroom space and a general upgrading of our facilities.

Support Services

During 1982 the Office of Medical Services (OMS) conducted more applicant testing, assessment services, and medical evaluations than ever before in its history. A comprehensive study has been initiated to examine disaffected employees in order to more clearly identify factors which will assist us in the selection process. The Office provided considerable support in the area of crisis management: they directly assisted in a number of incidents, such as the _____ and they trained Agency, government, and a number ____ _____ officials. In addition to the medical support provided overseas, OMS personnel conducted over 30 training courses in the SAFEHAVEN program abroad. This program consists of first aid, self-help equipment, and training to assist employees in the handling of medical emergencies abroad when professional medical assistance is not available.

Despite limited resources, the Office of Finance (OF) continued to provide timely assistance in support of the Agency's needs, its financial accounting systems, and its financial controls. During 1982 over _____ _____ Experimentation continued in the development of field accounting procedures to be used at stations and bases which are employing CRAFT. During FY 1982 OF issued over

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audit reports on proposed contracts which resulted in audit deduction recommendations of over [   ] percent of the total amounts audited. As in the past, extensive financial support was rendered to the Agency's proprietaries. The Office managed to maintain its antiquated payroll system and meet the numerous deadlines and changes imposed. Workloads in all areas of finance increased substantially, particularly in the areas of payroll, commercial audits, accounting, liaison with other government agencies, and financial support to new Agency activities.

The Office of Information Services (OIS) ceased its internal systematic classification review functions, but continued to provide support for systematic review functions which have been continued by other government organizations. While OIS has been involved in the processing of over 3,000 requests under the Freedom of Information and Privacy Acts and the mandatory classification review program, a considerable backlog persists. The Office continued to develop common records handling procedures for the entire Agency, including the standardization of records and control schedules. In addition, OIS carried out its responsibility for the Agency's regulatory issuance program in a timely, effective manner. And it initiated the development of an Agency-wide electronic document accounting system.

II. RELATIONS WITH CONSUMERS

Most of the Directorate's "customers" are within the Agency. We have, however, provided support to other government agencies, particularly those in the Intelligence Community. The principal area of support to other agencies is in the communications field. Logistical support, primarily in printing and photography, has been provided to the Department of State, the National Security Agency, and others. The Office of Security has been involved with a number of Community-wide efforts. Training assistance is also provided to a number of government entities. The Office of Data Processing provides extensive support to DIA relating to SAFE and the Intelligence Community Staff for CAMS. In all instances, relations with our customers are excellent. We are aware of no major problems during the past year.

III. FUTURE RESEARCH AND DEVELOPMENT PLANS

The Directorate of Administration uses research and development to enhance security, information processing, and communications. The program addresses detection and prevention of system penetration, data base encryption, and compartmentation of computer accessible information. Research activities will also

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IV. PRESENT AND PROJECTED RESOURCE NEEDS

The Directorate of Administration has been handicapped in the past because of limited resources. The deficiency has been most evident in the last several years when the Agency's collection and production activities have been expanding. The Directorate has only been able to provide increased support for new and expanding Agency activities by overextending its limited personnel resources, postponing long needed recapitalization programs, and by curtailing, wherever possible, routine albeit necessary administrative services.

With the Directorate's FY 1983 program this decreasing resource trend has been reversed. Although this increase in personnel resources and funds is modest and will not satisfy our needs, it at least signifies a beginning. Also on the positive side, the FY 1983 budget marks the beginning of our five-year program to upgrade our communications capabilities. There is, however, a litany of other dire needs which must be met if we are to continue to provide effective, timely support in the rebuilding of the Agency.

Beginning with the FY 1984 program, for the first time in the Agency's history, provision has been made for the support resources required to match Agency growth. Through the use of a supplemental support resource mechanism, the Directorate was able to submit the level of resources it required in support of the new initiatives which will be undertaken by the DDI, DDO, and DDS&T. While this concept requires further refinement, it is a giant step in the right direction and it will ensure that the Directorate receives a measure of additional resources at least commensurate with the new or expanding activities which it will have to support.

Although the 1984 program presently contains sufficient Directorate resources to support the Agency's growth, there is, of course, no assurance that the program will remain at its present levels. Moreover, little provision has been made for sorely needed recapitalization efforts. Logistics requires substantial funds to upgrade Agency facilities and equipment. The Agency's training facilities in the Headquarters area as well as those   25X1
are in need of major funding if they are   25X1
expected to provide effective support to the vast array of requirements with which we are confronted. And, finally, the enormous demand for ADP support throughout the Agency requires a corresponding need for additional skilled personnel, space, and equipment in that arena.

If the additional personnel and funding resources cited above are made available to the Directorate in FY 1984 and subsequent fiscal years, there is no question that we can meet the challenges which will be confronting us in supporting the Agency's mission.

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Date 17 DEC 1982

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